

OFFICE OF STATE EMPLOYMENT RELATIONS

DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

Date: March 11, 2012

Subject: Miscellaneous Classification Plan Changes

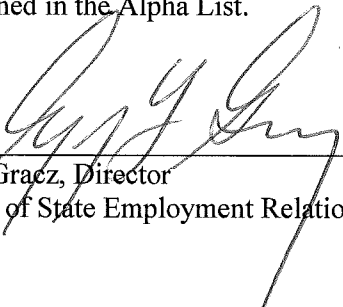
Locator No: OSER-0300-MRS/SC

Pursuant to s. 230.09, Wis. Stats., the Director of the Office of State Employment Relations (OSER) has approved the following classification plan changes identified in this bulletin. Regardless of the actual notification date, the **effective date is March 11, 2012**, unless otherwise stated.

- 1) *Abolish* the **Accountant (UTF Systems)** classification **effective March 11, 2012**, for the Department of Workforce Development, because the duties were moved to a different classification and this classification will no longer be used. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 2) *Abolish* the **Arboretum Project Coordinator 1 and 2** classification series and *Create* the **Arboretum Project Coordinator** classification **effective March 11, 2012**, for the University of Wisconsin, collapsing the two level classification into one level to address the higher level work and responsibility of the UW-Green Bay positions and to add an allocation for the Arboretum Ranger at the UW-Madison Arboretum. The University will process all necessary reallocations notices. Questions may be directed to Chelsea Daley at (608) 267-5165.
- 3) *Create* the **Unemployment Benefit Analyst 2** classification level, **effective March 11, 2012**, for the Department of Workforce Development, to provide an avenue for employees to learn the duties, observe and participate on a scaled back level as a UBA 2 to gain the experience needed to be reclassified to the UBA 3 objective level. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.
- 4) *Modify* the **Unemployment Benefit Analyst 3 and 4** classification specification effective **March 11, 2012**, for the Department of Workforce Development, to modify the progression language and better clarify the differences in duties between the 3 and 4 levels. No reallocation notices are necessary to accomplish this classification action. Questions may be directed to Pat Waterman at (608) 266-8149.

Internet Availability: The target date for the availability of classification specifications from this bulletin on the OSER website is March 16, 2012. This is the only notification DMRS will be providing, so please share this information with appropriate agency staff. Any questions should be directed to Pat Waterman at (608) 266-8149.

Alphabetical Listing of Classifications: The Alphabetical Listing of Classifications (Alpha List) is also available on the OSER website at <http://oser.state.wi.us/docview.asp?docid=1425>. The Alpha List is updated monthly after classification plan changes are implemented. The date of the last update is listed at the top of the document. Please contact Pat Waterman at (608) 266-8149 if you have any questions about information contained in the Alpha List.



Greg Gracz, Director
Office of State Employment Relations

Classification					FLSA			
Class Code	Pay Range	Unit Code	EEO Cat.	FLSA	LTE Code	Job Group	CIC Code	

ABOLISH

1)	Accountant (UTF systems)							
	00660	07-02	07	2	E	N	016	080
2)	Arboretum Project Coordinator 1							
	90401	06-09	06	8	N	N	283	421
	Arboretum Project Coordinator 2							
	90402	06-10	06	8	N	N	283	421

CREATE

2)	Arboretum Project Coordinator							
	90550	06-10	06	8	N	N	283	421
3)	Unemployment Benefit Analyst 2							
	48702	12-08	12	2	N	N	226	584

MODIFY

4)	Unemployment Benefit Analyst 3							
	48703	12-09	12	2	E	N	226	584
	Unemployment Benefit Analyst 4							
	48704	12-10	12	2	E	N	226	584

Note: Agencies are reminded to record relevant changes in the Job Group Listings distributed by the Division of Affirmative Action.